



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

| | | |
|---|-----------------------------------|---------------------|
| Date: 9/27/12 | Interviewer: Laura Langley | RFA #12 – 24 |
| Person(s) Requesting Assistance: [REDACTED] | | |
| Contact Numbers (telephone, e-mail, etc.): [REDACTED] | | |
| Status of Person(s) Interviewed (title, position, student status, etc.): Student | | |
| Requested Assistance Pertaining To (name, position, policy, project, etc.): Students in [REDACTED] class | | |
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To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Respondent (if app.): Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Complaint Category: *(Please check at least one)*

| | | | | |
|---|--|---|---|--------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Veteran Status | |

| Time Line | | |
|--------------------|---------------------------------|--|
| Date | Item | Comments |
| 9/27/12 | [REDACTED] calls EOO | [REDACTED] is [REDACTED] RA. [REDACTED] called after [REDACTED] informed him that just after 10:00 a.m. [REDACTED] class, three male students from the class were in the elevator with [REDACTED] and said "I hate looking at fat chicks. How come they are so big?" and other such comments. [REDACTED] felt they were talking about her. She does not want to make a formal complaint, but doesn't want it to go unnoticed. It happened to her a lot in high school so she knows there is a process for addressing it. |
| 9/27/12 | SGS & LKL call Renee Collins | Inform Renee re: student's concern. Renee happy to meet with student. Call Debbie Jackson to schedule appt. |
| 9/27/12, 1:00 p.m. | LKL left message for [REDACTED] | please call |
| 9/27/12, 2:50 | LKL left message for [REDACTED] | Details re [REDACTED] can call [REDACTED] to schedule a meeting with [REDACTED]. [REDACTED] is also always welcomed to come to our office. |

| | | |
|---------|---------------------------|--|
| 9/27/12 | LKL called Debbie Jackson | Gave Debbie a heads up that student might be calling to schedule appt w/Renee. |
| 9/27/12 | ████ called | LKL spoke with █████ re: █████ talking with Renee and welcomed to come to EOO if not resolved. |

Resolution of Complaint Process:

☐ Resolved to Complainants Satisfaction [R]

☐ Transitioned to Formal Complaint [F]

☐ Unresolved [U]

☒ Referred to another University Office [REF]

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.